

SCHOOL SAFETY OPERATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class coordinates the allocation of resources on all Federal, State, County and private grant funds designated for school safety programs offered through the BOCES New York State Center for School Safety. The incumbent is responsible for coordinating the fiscal reporting requirements of those grants in compliance with regulations, laws and initiatives of the State Education Department (SED) as well as the criteria of the grantor. The work is performed under the general and administrative supervision of the School Safety Supervisor, the Assistant Superintendent for Instructional Services or the Assistant Superintendent for Administration, with wide leeway allowed in carrying out the details of the work. Supervision is not considered a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops and maintains a detailed electronic database of all resource distributions for grant-funded safety programs, including staff performance evaluations and the allocation or reallocation of personnel resources between differently funded projects to assure the most appropriate utilization of those funds;

Prepares and coordinates the processing of all program requests and the subsequent development and management of all agreements for grant-funded safety projects with the Safety Supervisor and Safety Coordinators;

Maintains regular communication with fund sources to determine schedule for submission of progress reports and any other documentation generated through the specific grant activity;

Assists supervisors in establishing the proper mechanism for tracking the progress of grant-funded safety programs, including adherence to submission guidelines and the establishment of acceptable performance timelines;

Assists BOCES administrators to complete forecasts of personnel requirements and tracking procedures necessary to meet project timelines;

Attends and participates in meetings with fund providers as necessary and as specified by BOCES administrators;

Compiles and maintains a variety of electronic records and reports on the progress of all grant-funded projects within the area of school safety, entering data into electronic databases;

Assists the Safety Supervisor and Safety Coordinators to determine the reporting structure for each new grant-funded safety project;

Identifies and contacts public and private funding sources and develops funding proposals under the direction of BOCES administrators;

Ensures that the details of project proposals are accurate and complete, meeting fiscal timelines and assuring that specified personnel resource needs are appropriately addressed;

Maintains a schedule of evaluation reports on various grant-funded projects and appraises the Safety Supervisor and Safety Coordinators of upcoming due dates;

May supervise a small clerical staff in the absence of program supervisors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of financial record keeping; good knowledge of organizational, planning and project coordination tools; good knowledge of customer service tools; working knowledge of job-related research tools and community agency resources; working knowledge of current windows-based and web-based office software applications; working knowledge of the capabilities, function and potential of the internet as a research tool; ability to work independently; ability to establish and maintain cooperative relations with governmental and regulatory agencies; ability to communicate effectively, both orally and in writing; detail-oriented; initiative, poise, tact, courtesy and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree which included or was supplemented by fifteen (15) credit hours * in Computer Science, Information Resources Management, Information Technology, or Management Information Systems and one (1) year of full-time paid, or its part-time equivalent, experience in the coordination of grant reporting procedures; **OR**

- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which included or was supplemented by fifteen (15) credit hours * in Computer Science, Information Resources Management, Information Technology, or Management Information Systems and three (3) years of full-time paid, or its part-time equivalent, experience in the coordination of grant reporting procedures; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree which included or was supplemented by fifteen (15) credit hours * in Computer Science, Information Resources Management, Information Technology, or Management Information Systems and five (5) years of full-time paid, or its part-time equivalent, experience in the coordination of grant reporting procedures; **OR**
- D. An equivalent combination of training and experience as indicated in A and B and C above.

* Coursework in the use of specific programs such as WORD, EXCEL, or ACCESS and data entry is not acceptable.

Note: At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
5796 SCH SF SP
Classification: Competitive
OA

Adopted: November 8, 2005